

# Resolution of the City of Jersey City, N.J.

City Clerk File No. Res. 17-001

Agenda No. 10.A

Approved: JAN 03 2017

TITLE:



## RESOLUTION AUTHORIZING APPROVAL OF THE CALENDAR FISCAL YEAR 2017 TEMPORARY BUDGET

COUNCIL  
adoption of the following resolution:

offered and moved

**WHEREAS**, it will be necessary to award contracts, incur commitments and make payments during calendar fiscal year 2017 prior to the adoption of the municipal budget for calendar fiscal year 2017, and

**WHEREAS**, N.J.S.A. 40A:4-19 provides the authorization to make temporary appropriations prior to the adoption of the municipal budget, the total of which may not exceed 26.25% of the previous year's total budget, excluding debt service, capital improvements and public assistance, and

**WHEREAS**, the total amount of the temporary budget appropriations contained herein, amounting to \$197,260,414.00 which include appropriations of \$81,005,215.00 for debt service and \$116,225,199.00 for operating expenses, does not exceed 26.25% (\$119,635,599.00) of the previous year's total budgetary appropriations exclusive of the aforementioned exceptions.

**NOW, THEREFORE, BE IT RESOLVED**, by the Municipal Council of the City of Jersey City, that the temporary budget totaling \$197,260,414.00 including \$81,005,215.00 for debt service, which may be fully appropriated without regard to any limitation, are hereby appropriated to provide for said purposes in the temporary budget for the 2017 calendar fiscal year, and

**BE IT FURTHER RESOLVED** that the amounts required by statute for the payment of the 2017 County and School taxes, which are not included as part of this temporary budget, shall be paid as and when due, and

**BE IT FURTHER RESOLVED** that the dedicated revenues, in accordance with N.J.S.A. 40A:4-39, for the period from the beginning of the 2017 calendar fiscal year until the date of budget adoption are hereby appropriated for the purposes to which said revenues are dedicated by the aforementioned statute, or other legal requirement.

(SEE ATTACHED)

City Clerk File No. Res. 17-001Agenda No. 10-A JAN 03 2017

TITLE:

Account Description	Account Number	AMOUNT
<b><u>MAYORS OFFICE</u></b>		
MAYORS OFFICE	01-201-20-110 S/W	\$ 306,571.00
MAYORS OFFICE	01-201-20-110 O/E	\$ 9,698.00
RESIDENT RESPONSE CENTER	01-201-20-111 S/W	\$ 225,273.00
RESIDENT RESPONSE CENTER	01-201-20-111 O/E	\$ 21,798.00
CULTURAL AFFAIRS	01-201-20-112 S/W	\$ 129,845.00
CULTURAL AFFAIRS	01-201-20-112 O/E	\$ 37,882.00
<b><u>CITY CLERK &amp; MUNICIPAL COUNCIL</u></b>		
OFFICE OF THE CITY CLERK	01-201-20-120 S/W	\$ 218,487.00
OFFICE OF THE CITY CLERK	01-201-20-120 O/E	\$ 29,419.00
MUNICIPAL COUNCIL	01-201-20-123 S/W	\$ 155,005.00
MUNICIPAL COUNCIL	01-201-20-123 O/E	\$ 26,351.00
ANNUAL AUDIT COSTS- OE	01-201-20-135 O/E	\$ 75,000.00
<b><u>HUMAN RESOURCES</u></b>		
HUMAN RESOURCES DIRECTOR	01-201-20-115 S/W	\$ 67,192.00
HUMAN RESOURCES DIRECTOR	01-201-20-115 O/E	\$ 39,767.00
WORKFORCE MANAGEMENT	01-201-20-116 S/W	\$ 154,876.00
WORKFORCE MANAGEMENT	01-201-20-116 O/E	\$ 7,085.00
HEALTH BENEFITS	01-201-20-117 S/W	\$ 43,654.00
HEALTH BENEFITS	01-201-20-117 O/E	\$ 650.00
PENSION	01-201-20-118 S/W	\$ 63,887.00
PENSION	01-201-20-118 O/E	\$ 1,170.00
PAYROLL	01-201-20-119 S/W	\$ 127,202.00
PAYROLL	01-201-20-119 O/E	\$ 2,587.00
<b><u>BUSINESS ADMINISTRATION</u></b>		
ADMINISTRATORS OFFICE -	01-201-20-100 S/W	\$ 393,369.00
ADMINISTRATORS OFFICE -	01-201-20-100 O/E	\$ 16,289.00
MANAGEMENT AND BUDGET	01-201-20-101 S/W	\$ 120,522.00
MANAGEMENT AND BUDGET	01-201-20-101 O/E	\$ 54,096.00
DIV OF PURCHASING	01-201-20-102 S/W	\$ 163,792.00
DIV OF PURCHASING	01-201-20-102 O/E	\$ 19,448.00
REAL ESTATE	01-201-20-103 S/W	\$ 46,568.00
REAL ESTATE	01-201-20-103 O/E	\$ 2,938.00
COMMUNICATIONS	01-201-20-106 S/W	\$ 117,444.00
COMMUNICATIONS	01-201-20-106 O/E	\$ 3,016.00
UTILITY MANAGEMENT	01-201-20-107 S/W	\$ 84,486.00
RISK MANAGEMENT	01-201-20-109 S/W	\$ 39,804.00
RISK MANAGEMENT	01-201-20-109 O/E	\$ 390.00
INFO TECH	01-201-20-140 S/W	\$ 246,701.00
INFO TECH	01-201-20-140 O/E	\$ 400,000.00
MUNICIPAL COURTS	01-201-43-490 S/W	\$ 1,045,052.00
MUNICIPAL COURTS	01-201-43-490 O/E	\$ 69,602.00
PUBLIC DEFENDER - PS	01-201-43-495 S/W	\$ 25,717.00
PUBLIC DEFENDER - PS	01-201-43-495 O/E	\$ 68,744.00
COLLECTIONS	01-201-20-145 S/W	\$ 208,599.00
COLLECTIONS	01-201-20-145 O/E	\$ 37,700.00
ARCHITECTURE	01-201-20-104 S/W	\$ 165,351.00
ARCHITECTURE	01-201-20-104 O/E	\$ 9,295.00
ENGINEERING & TRAFFIC	01-201-20-105 S/W	\$ 460,398.00
ENGINEERING & TRAFFIC	01-201-20-105 O/E	\$ 488,964.00
ACCOUNTS & CONTROL	01-201-20-134 S/W	\$ 144,389.00
ACCOUNTS & CONTROL	01-201-20-134 O/E	\$ 2,920.00

**TITLE:**

TREASURY & DEBT MGT	01-201-20-131 S/W	\$	65,369.00
TREASURY & DEBT MGT	01-201-20-131 O/E	\$	1,354.00

**TAX ASSESSOR**

OFFICE OF TAX ASSESSOR	01-201-20-150 S/W	\$	264,770.00
OFFICE OF TAX ASSESSOR	01-201-20-150 O/E	\$	61,691.00

**LAW DEPARTMENT**

LAW	01-201-20-155 S/W	\$	810,167.00
LAW	01-201-20-155 O/E	\$	600,000.00

**PUBLIC WORKS**

DPW DIRECTOR	01-201-26-290 S/W	\$	448,080.00
DPW DIRECTOR	01-201-26-290 O/E	\$	5,000,000.00
PARKS MAINTENANCE	01-201-28-375 S/W	\$	663,778.00
PARKS MAINTENANCE	01-201-28-375 O/E	\$	176,566.00
BLDG & STREET MAINT.	01-201-26-291 S/W	\$	645,734.00
BLDG & STREET MAINT.	01-201-26-291 O/E	\$	571,012.00
AUTOMOTIVE SERVICES	01-201-26-315 S/W	\$	445,001.00
AUTOMOTIVE SERVICES	01-201-26-315 O/E	\$	1,200,000.00
SANITATION	01-201-26-292 S/W	\$	698,009.00
SANITATION	01-201-26-292 O/E	\$	53,300.00
NEIGHBORHOOD IMPROVEMENT	01-201-26-293 S/W	\$	255,980.00
NEIGHBORHOOD IMPROVEMENT	01-201-26-293 O/E	\$	9,620.00

**DEPARTMENT OF RECREATION**

RECREATION	01-201-28-370 S/W	\$	919,781.00
RECREATION	01-201-28-370 O/E	\$	128,882.00

**HEALTH & HUMAN SERVICES**

HHS DIRECTORS OFFICE	01-201-27-330 S/W	\$	189,018.00
HHS DIRECTORS OFFICE	01-201-27-330 O/E	\$	37,505.00
DIVISION OF HEALTH	01-201-27-331 S/W	\$	587,742.00
DIVISION OF HEALTH	01-201-27-331 O/E	\$	169,974.00
CLINICAL SERVICES	01-201-27-333 S/W	\$	74,906.00
CLINICAL SERVICES	01-201-27-333 O/E	\$	16,412.00
AIDS EDUCATIONAL PILOT	01-201-27-334 O/E	\$	988.00
DIV. OF SENIOR AFFAIRS	01-201-27-335 S/W	\$	104,565.00
DIV. OF SENIOR AFFAIRS	01-201-27-335 O/E	\$	17,134.00
ANIMAL CARE/CONTROL	01-201-27-336 S/W	\$	66,000.00
ANIMAL CARE/CONTROL	01-201-27-336 O/E	\$	100,000.00
FOOD & NUTRITION	01-201-27-337 S/W	\$	20,000.00
FOOD & NUTRITION	01-201-27-337 O/E	\$	13,000.00

**PUBLIC SAFETY**

UNIFORM FIRE SAFETY ACT-	01-201-25-266 S/W	\$	250,000.00
O.S.H.A.-FIRE -O.E.	01-201-25-267 O/E	\$	350,000.00
COMMUNICATIONS & TECH	01-201-25-271 S/W	\$	1,476,173.00
COMMUNICATIONS & TECH	01-201-25-271 O/E	\$	900,000.00
PARKING ENFORCEMENT	01-201-25-272 S/W	\$	811,010.00
PARKING ENFORCEMENT	01-201-25-272 O/E	\$	69,498.00
PUBLIC SAFETY DIRECTOR	01-201-25-270 S/W	\$	300,470.00
PUBLIC SAFETY DIRECTOR	01-201-25-270 O/E	\$	3,146.00
POLICE	01-201-25-240 S/W	\$	28,000,000.00
POLICE	01-201-25-240 O/E	\$	352,312.00
FIRE	01-201-25-265 S/W	\$	17,000,000.00
FIRE	01-201-25-265 O/E	\$	295,469.00

**TITLE:**

**HEDC**

HEDC DIRECTOR'S OFFICE	01-201-20-170 S/W	\$ 125,481.00
HEDC DIRECTOR'S OFFICE	01-201-20-170 O/E	\$ 2,405.00
CONSTRUCT. CODE OFFICIAL	01-201-22-195 S/W	\$ 605,792.00
CONSTRUCT. CODE OFFICIAL	01-201-22-195 O/E	\$ 21,504.00
TENANT/LANDLORD RELATION	01-201-22-196 S/W	\$ 64,469.00
TENANT/LANDLORD RELATION	01-201-22-196 O/E	\$ 676.00
COMMUNITY DVLPMT	01-201-27-360 O/E	\$ 1,500.00
COMMERCE	01-201-22-197 S/W	\$ 147,859.00
COMMERCE	01-201-22-197 O/E	\$ 4,958.00
ECON. DEVELOPMENT	01-201-22-171 S/W	\$ 39,945.00
ECON. DEVELOPMENT	01-201-22-171 O/E	\$ 4,212.00
CITY PLANNING	01-201-21-180 S/W	\$ 226,106.00
CITY PLANNING	01-201-21-180 O/E	\$ 2,158.00
HOUSING CODE ENF	01-201-22-198 S/W	\$ 186,074.00
HOUSING CODE ENF	01-201-22-198 O/E	\$ 11,388.00
PLANNING BOARD	01-201-21-181 O/E	\$ 52,500.00
BOARD OF ADJUSTMENT	01-201-21-185 O/E	\$ 68,500.00
HISTORIC DISTRICT	01-201-21-175 O/E	\$ 300.00
ZONING	01-201-21-186 S/W	\$ 68,757.00
ZONING	01-201-21-186 O/E	\$ 2,548.00

**UNCLASSIFIED**

INSURALL-DEPTS.	01-201-23-210 O/E	\$ 3,000,000.00
EMPL GROUP HEALTH INS	01-201-23-220 O/E	\$ 25,000,000.00
HEALTH BENEFIT WAIVER	01-201-23-221 O/E	\$ 350,000.00
MUNICIPAL PUBLICITY	01-201-30-410 O/E	\$ 15,000.00
OTHER MUN ADS	01-201-30-411 O/E	\$ 25,000.00
CELEB. PUB EVNTS	01-201-30-412 O/E	\$ 125,000.00
PROF AFFILIATIONS	01-201-30-413 O/E	\$ 21,000.00
ETHICAL STANDARDS BD	01-201-30-418 O/E	\$ 20,000.00
ELECTRICITY	01-201-31-430 O/E	\$ 780,000.00
MUN ST LIGHTING	01-201-31-431 O/E	\$ 780,000.00
MUNICIPAL RENT	01-201-31-432 O/E	\$ 663,000.00
OFFICE SERVICES	01-201-31-433 O/E	\$ 484,380.00
GASOLINE - ALL DEPTS	01-201-31-434 O/E	\$ 338,000.00
COMMUNICATIONS-ALL DEPTS	01-201-31-435 O/E	\$ 305,760.00

**STATUTORY EXPENDITURES**

UNEMP COMP INS	01-201-23-225 O/E	\$ 50,000.00
CONTRIB PUB EMPL RETIRE	01-201-36-472 O/E	\$ 3,643,010.00
SOCIAL SECURITY SYSTEM -	01-201-36-473 O/E	\$ 2,000,000.00
CONSOL POL & FIRE SVS NJ	01-201-36-474 O/E	\$ 58,994.00
EMPL NON-CONTRIB PENSION	01-201-36-475 O/E	\$ 360,000.00
PENSIONED EMPLOYEES - OE	01-201-36-476 O/E	\$ 34,735.00
PYMT TO WIDOWS & DEPEND	01-201-36-477 O/E	\$ 779.00
JC EMPLOYEE RETIREMENT	01-201-36-478 O/E	\$ 2,000,000.00
PERS - DEF CONTRIB RETIR	01-201-36-480 O/E	\$ 60,000.00
FREE PUBLIC LIBRARY	01-201-29-390 O/E	\$ 2,500,000.00
MATCHING FUNDS FOR GRANT	01-201-41-899 O/E	\$ 50,000.00
EMPLOYEE HEALTH INS O/S	01-201-23-222 O/E	\$ 300,000.00
CONTINGENT	01-201-35-470 O/E	\$ 50,000.00
CAPITAL IMPROVEMENT FUND	01-201-44-920 O/E	\$ 300,000.00
TAX OVERPAYMENTS	01-201-46-885 O/E	\$ 400,000.00
TAX APPEALS INTEREST	01-201-46-886 O/E	\$ 200,000.00
RESERVE FOR UNCOLL TAXES	01-201-50-899 O/E	\$ 300,000.00

**SUBTOTAL APPROPRIATION \$ 116,225,199.00**

City Clerk File No. Res. 17-001Agenda No. 10.A JAN 03 2017

TITLE:

**MUNICIPAL DEBT SERVICE APPROPRIATION**

MATURING SER BONDS GEN Q	01-201-45-900 O/E	\$ 5,162,000.00
MATURING SER BNDS-GEN RE	01-201-45-901 O/E	\$ 24,895,000.00
INTEREST ON BOND GEN QUA	01-201-45-902 O/E	\$ 371,487.00
INTEREST ON BONDS-GEN.RE	01-201-45-903 O/E	\$ 7,226,196.00
INTEREST ON NOTES-GENERA	01-201-45-904 O/E	\$ 622,104.00
MAT SER BOND GEN NQ PRIN	01-201-45-905 O/E	\$ 4,830,000.00
BOND ANTICIPATION-PRINCI	01-201-45-906 O/E	\$ 1,997,166.00
MAT SER BOND GEN NQ INT	01-201-45-907 O/E	\$ 5,284,280.00
WAYNE STREET PARK	01-201-45-916 O/E	\$ 9,021.00
FIRE PENS.REFUNDING-INTE	01-201-45-918 O/E	\$ 916,226.00
POLICE PENS.REFUNDING-IN	01-201-45-919 O/E	\$ 1,140,485.00
GREEN TRUST-APPLE TREE H	01-201-45-920 O/E	\$ 14,669.00
GREEN TRUST-R CLEMENTE P	01-201-45-921 O/E	\$ 17,661.00
GREEN TRST-SGT ANTHONY P	01-201-45-922 O/E	\$ 9,017.00
GREEN TRST-MAR/PAV POOL	01-201-45-923 O/E	\$ 26,428.00
GREEN TRUST-MULTI PARKS	01-201-45-924 O/E	\$ 38,243.00
GREEN TRUST- MONT GATEWA	01-201-45-925 O/E	\$ 3,110.00
GREEN TRUST-BERRY LANE	01-201-45-926 O/E	\$ 8,084.00
BABS PRINCIPAL	01-201-45-928 O/E	\$ 1,690,000.00
BABS INTEREST	01-201-45-929 O/E	\$ 5,895,767.00
P/F PENS REF BOND- PRINC	01-201-45-930 O/E	\$ 1,655,000.00

**MUNICIPAL WATER DEBT SERVICE APPROPRIATION**

INTEREST ON BONDS-REFUND	01-201-45-913 O/E	\$ 4,440,000.00
WTR QUAL. BNDS INTEREST	01-201-45-914 O/E	\$ 749,956.00

**SCHOOL DEBT SERVICE APPROPRIATION**

MATURING SER BOND SCH QU	01-201-48-940 O/E	\$ 6,325,000.00
INTER ON BONDS SCHOOL QU	01-201-48-941 O/E	\$ 780,819.00

**SPECIAL EMERGENCY NOTES (SENS)**

EMERGENCY NOTES	01-201-46-870 O/E	\$ 6,897,496.00
<b>SUBTOTAL DEBT SERVICE</b>		<b>\$ 81,005,215.00</b>

**TOTAL \$ 197,260,414.00**APPROVED: APPROVED: \_\_\_\_\_  
Business Administrator

APPROVED AS TO LEGAL FORM



  
Joanne Monahan  
Corporation CounselCertification Required ☐Not Required ☒**APPROVED 7-0**

RECORD OF COUNCIL VOTE ON FINAL PASSAGE 1.3.2017											
COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.
GAJEWSKI	✓			YUN	✓			RIVERA	✓		
GADSDEN	ABSENT			OSBORNE	✓			WATTERMANN	✓		
BOGGIANO	✓							LAVARRO, PRES	✓		

✓ Indicates Vote

N.V.-Not Voting (Abstain)

Adopted at a meeting of the Municipal Council of the City of Jersey City N.J.

  
Rolando R. Lavarro, Jr., President of Council  
Robert Byrne, City Clerk

**RESOLUTION FACT SHEET – NON-CONTRACTUAL**

This summary sheet is to be attached to the front of any resolution that is submitted for Council consideration. Incomplete or vague fact sheets will be returned with the resolution.

**Full Title of Ordinance/Resolution****RESOLUTION AUTHORIZING APPROVAL OF THE CALENDAR FISCAL YEAR  
2017 TEMPORARY BUDGET****Initiator**

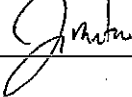
Department/Division	ADMINISTRATION	BUDGET
Name:	JOHN METRO	
Phone/email	201-547-5042	jmetro@jcnj.org

Note: Initiator must be available by phone during agenda meeting (Wednesday prior to council meeting @ 4:00 p.m.)

**Resolution Purpose**

N.J.S.A 40A:4-19 provides the authorization to make temporary appropriations prior to the adoption of the municipal budget, the total of which may not exceed 26.25% of the previous year's total budget, excluding debt service, capital improvements and public assistance.

I certify that all the facts presented herein are accurate.

  
\_\_\_\_\_

December 29, 2016

# Resolution of the City of Jersey City, N.J.

City Clerk File No. Res. 17-002

Agenda No. 10.8

Approved: JAN 03 2017

TITLE:



## RESOLUTION ADOPTING THE CY 2017 CASH MANAGEMENT PLAN FOR THE CITY OF JERSEY CITY

**COUNCIL**

**offered and moved**

**adoption of the following resolution:**

**WHEREAS**, N.J.S.A. 40A:5-14 requires municipalities to adopt a cash management plan and shall deposit, or invest, or both deposit and invest its funds pursuant to this plan; and,

**WHEREAS**, the purpose of the cash management plan is to assure the investment of local funds in interest bearing accounts and other permitted investments; and,

**WHEREAS**, the cash management plan shall set policies for selecting and evaluating investment instruments accordingly; and,

**WHEREAS**, the cash management plan shall include:

- (1) the designation of Public Depositories as defined in Section 1 of P.L. 1970, c.236 (C.17:9-41) and may permit deposits in such public depositories as permitted in section 4 of P.L. 1970, c.236 (C.17:9-44); and,
- (2) the designation of any fund that meets the requirements established pursuant to Section 8 of P.L. 1977, c.396 (c.40A:5-15.1) and the authorization for investments permitted pursuant to Section 8 of P.L. 1977, c.396 (C.40A:5-15.1); or,
- (3) any combination of the designations or authorizations permitted pursuant to this subsection; and,

**WHEREAS**, the cash management plan shall be approved annually by majority vote of the governing body and may be modified from time to time in order to reflect changes in Federal or State law or regulations, or in the designation of depositories, funds or investment instruments or the authorization for investments; and,

**WHEREAS**, the cash management plan shall require a monthly report to the governing body summarizing all investments made or redeemed since the last meeting. The report shall set forth each organization holding local unit funds, the amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fees incurred, and market value of all investments of the report date and other information that may be required by the governing body; and,

**WHEREAS**, the cash management plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4; and,

**WHEREAS**, any official involved in the designation of depositories or in the authorization for investments as permitted pursuant to Section 8 of P.L. 1977, c.396 (C.40A:5-15.1), or the selection of an entity seeking to sell an investment to the City who has a material business or personal relationship with that organization shall disclose that relationship to the governing body and to the Local Finance Board and the Municipal Ethics

City Clerk File No. Res. 17-002  
 Agenda No. 10-B JAN 03 2017

TITLE:

Board in writing; and,

**WHEREAS**, the registered principal of any security brokerage firm selling securities to the local unit shall be provided with, and sign an acknowledgment that the principal has seen and reviewed the City's cash management plan, except that with respect to the sale of a government money market mutual fund, the registered principal need only be provided with and sign an acknowledgment that the government money market mutual fund whose securities are being sold to the City meet the criteria of a government money market mutual fund as set forth in Paragraph (1) of Subsection c. of Section 8 of P.L. 1977, c.396 (C.40A:5-15.11); and,

**WHEREAS**, the Chief Financial Officer shall be charged with administering the cash management plan; and,

**WHEREAS**, the Chief Financial Officer charged with the custody of moneys shall deposit or invest them as designed or authorized by the cash management plan and shall thereafter be relieved of any liability for loss of such moneys due to the insolvency or closing of any depository designated by, or the decrease in value of any investment authorized by the cash management plan; and,


**WHEREAS**, the Chief Financial Officer has submitted for the Council's approval a proposed cash management plan with the approval of the Mayor and Business Administrator; and,

**NOW THEREFORE BE IT RESOLVED**, by the Municipal Council of the City of Jersey City that:

1. The cash management plan proposed by the Chief Financial Officer with the approval of the Mayor and Business Administrator is adopted as the cash management plan of the City of Jersey City; and,
2. All officers of the City of Jersey City with custody of public funds are directed pursuant to N.J.S.A. 40A:5-14 to deposit and or invest those funds in accordance with the adopted cash management plan.

APPROVED: 

APPROVED AS TO LEGAL FORM

APPROVED:   
Business Administrator  
Corporation CounselCertification Required ☐Not Required ☒

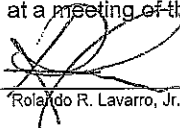
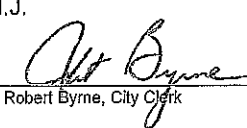
APPROVED 7-0

RECORD OF COUNCIL VOTE ON FINAL PASSAGE 1.3.2017											
COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.
GAJEWSKI	✓			YUN	✓			RIVERA	✓		
GADSDEN		ABSENT		OSBORNE	✓			WATTERMANN	✓		
BOGGIANO	✓							LAVARRO, PRES.	✓		

✓ Indicates Vote

N.V.-Not Voting (Abstain)

Adopted at a meeting of the Municipal Council of the City of Jersey City N.J.

  
Rolando R. Lavarro, Jr., President of Council  
Robert Byrne, City Clerk



17-002

JAN 03 2017

**RESOLUTION FACT SHEET – NON-CONTRACTUAL**

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**Full Title of Ordinance/Resolution**

**RESOLUTION ADOPTING THE CY 2017 CASH MANAGEMENT PLAN FOR THE CITY OF JERSEY CITY**

**Initiator**

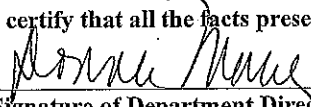
Department/Division	Administration	Management & Budget
Name/Title	Donna Maurer	Chief Financial Officer
Phone/email	201-547-5042	DonnaM@jcnj.org

Note: Initiator must be available by phone during agenda meeting (Wednesday prior to council meeting @ 4:00 p.m.)

**Resolution Purpose**

As per State Statute, the City is required to adopt a cash management plan annually which outlines the designation of depositories and investment policies and philosophies. This resolution also designates the CFO with administering the cash management plan.

I certify that all the facts presented herein are accurate.

  
Signature of Department Director

12/28/16  
Date

## **CITY OF JERSEY CITY CASH MANAGEMENT POLICY**

Pursuant to N.J.S.A. 40A:5-14, the City of Jersey City's Cash Management Policy or Philosophy for selecting and evaluating investment instruments shall:

- 1) Consider preservation of capital, by ensuring that the principal invested is safe and secure.
- 2) Consider liquidity, by ensuring that the security can readily be converted to cash.
- 3) Consider current and historical investment returns, by comparing and examining such returns.
- 4) Consider diversification, by spreading investment principal among a number of investment instruments.
- 5) Consider maturity requirements, by timing the maturity of the investment to match the need for cash.
- 6) Consider costs and fees, by analyzing the expenses associated with buying, storing and redeeming investment instruments.
- 7) Be based on a cash flow analysis prepared by the Chief Financial Officer and be commensurate with the nature and size of the funds held by the City of Jersey City.
- 8) Be made on a competitive basis insofar as practicable.

Pursuant to N.J.S.A. 40A:5-15.1, the City of Jersey City may use moneys which may be in hand for the purchase of the following types of securities which, if suitable for registry, may be registered in the name of the City of Jersey City:

- 1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America (Treasury Bills, Notes and Bonds).
- 2) Government money market mutual funds.
- 3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an Act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor.
- 4) Bonds or other obligations of the local unit or bonds or other obligations of school

districts of which the local unit is a part or within which the school district is located.

5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by local units.

6) Local government investment pools.

7) Deposits with the State of New Jersey Cash Management Fund.

8) Agreements for the repurchase of fully collateralized securities, if:

- a.) the underlying securities are permitted investments pursuant to N.J.S.A. 40A:5-15.1;
- b.) the custody of collateral is transferred to a third party;
- c.) the maturity of the agreement is not more than 30 days;
- d.) the underlying securities are purchased through banks approved by the Department of Banking and Insurance under the Government Unit Depository Protection Act (GUDPA);
- e.) a master repurchase agreement providing for the custody and security of collateral is executed.

Also pursuant to N.J.S.A. 40A:5-15.1, the City of Jersey City will also abide by the following investment guidelines:

1) Any investment instruments in which the security is not physically held by the local unit shall be covered by a third party custodial agreement which shall provide for the designation of such investments in the name of the local unit and prevent unauthorized use of such investments.

2) Purchase of investment securities shall be executed by the "delivery versus payment" method to ensure that securities are either received by the local unit or a third party custodian prior to or upon the release of the local unit's funds.

3) Any investments not purchased and redeemed directly from the issuer, government money market mutual fund, local government investment pool, or the State of New Jersey Cash Management Fund, shall be purchased and redeemed through the use of a national or State bank located within this State or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L.1967, c.93 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

4) When the City's Cash Management Plan permits investments for more than one (1) year, the investment must approximate the prospective use of the funds. This primarily relates to U.S. Securities and local bond issue purchase.

With the above Cash Management Policy in mind, the City's Cash Management Plan is indicated by the following designations of approved depositories and investment instruments.

As per the Cash Management Plan of the City of Jersey City, the City hereby designates the following entities as GUDPA approved depository banks:

- Banco Popular
- Bank of America, N.A.
- Bank of New Jersey
- Bank of New York Mellon
- BCB Community Bank
- Capital One Bank
- City National Bank of New Jersey
- CONNECTONE Bank
- Dean Witter Trustee/ State of New Jersey Cash Management Plan
- Hudson City Savings Bank
- Indus American Bank
- Investors Bank
- JP Morgan Chase
- MBIA Class/Cutwater Asset Management
- Oritani Bank
- PNC Bank, National Association
- Provident Savings Bank
- Santander Bank
- TD Bank NA
- Valley National Bank
- Wells Fargo Bank, NA

**NOTE:** All of the investment instruments permitted by N.J.S.A. 40A:5-15.1 can be purchased through the City's (GUDPA) banks with the possible exception of Government Money Market Funds, which would require broker/dealers. Since the process of selecting such services is a tedious one, when the City attempts to purchase such instruments, the pool of selected broker/dealers will be presented to the Municipal Council.

**The approved investment instruments selected by the City of Jersey City are:**

- 1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America (Treasury Bills, Notes and Bonds).
- 2) Government money market funds.
- 3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an Act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependable on any index or other external factor.
- 4) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which The local unit is a part of within which the school district is located.
- 5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Department of Treasury, Division of Investment.
- 6) Local government investment pools, such as New Jersey Class, and the New Jersey Arbitrage Rebate Management Program.
- 7) Deposits with the State of New Jersey Cash Management Fund.
- 8) Repurchase agreements of fully collateralized securities, if:
  - a) The underlying securities are permitted investments pursuant to N.J.S.A. 40A:5-15.1;
  - b) The custody of the collateral is transferred to a third party;
  - c) The maturity of the agreement is not more than 30 days;
  - d) The underlying securities are purchased through banks approved by the Department of Banking and Insurance under the Government Unit Depository Projection Act (GUDPA).
  - e) A master repurchase agreement providing for the custody and security of the collateral is executed.

**The approved designation of any Government Money Market Funds are:**

**NOTE:** The purchase of Government Money Market Funds requires the use of broker/dealers. Since the process of selecting such services is a tedious one, when the City attempts to purchase such instruments, the pool selected instruments and broker/dealers will be presented to the Municipal Council.

**The City's Cash Management Plan is further guided by the following principles of investment and risk:**

- Although many factors will contribute to the City's policy for selecting and evaluating investment instruments, the City recognizes that the security of such interest comes first, followed by liquidity, and then yield.
- Funds shall be managed to meet the City's cash flow needs; namely asset maturity decisions will be guided by cash flow factors.
- Careful attention to investment fee structure must be paid; for example, the fees for getting in and out of investments will be considered. Additionally, when investing in government money market funds, load fees (fees up front) and no-load fees (fee is covered as part of the yield) must be distinguished.
- The City will acknowledge the notion that "past performance is not a guarantee of future results" when gauging the potential success of its investments. Namely, since government money market funds are required to be rated, the City will study such ratings. The City will assess the performance of such funds, paying strict attention to their historical expenses, and the experience of their managers.
- The City will use the New Jersey Cash Management Fund as a benchmark for comparing the performance of government money market funds and Local Government Investment Pools. Since the New Jersey Cash Management Fund has a wider variety of investments available to it than government money market funds and Local Government Investment Pools, it can be used as a reliable indicator of market performance.
- If solicited by financial advisors to assist the City in its investment decisions, the City shall (a) be prudent in taking their advice; (b) consider what they are selling; (c) establish how they will profit from the investment; (d) ascertain exactly what their fees are; (e) be aware of "churning" (generation of excess fees by moving from investment to investment).
- The City will completely understand all financial products purchased, namely, how the

product is priced, the effect of interest rate changes on the value of the product and the liquidity of the product.

- The City will consult with Corporation Counsel whenever there is a question regarding the legal status of an investment instrument.
- The City will purchase certificate of deposits or repurchase agreements from broker/dealers (including bank related ones) since they are not permitted depositories of funds.
- If necessary, the City will consult with GFOA publications on investment practices and with the Bureau of Securities when it comes to ensuring that investment advisors, or broker/dealers and agents of broker/dealers are registered.

**General Cash Management Principles that the City's Cash Management Plan shall adhere to are:**

- All moneys turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with N.J.S.A. 40A:5-15.
- The Treasurer, with the approval of the Chief Financial Officer, shall minimize the possibility of idle cash accumulating in accounts by assuring that all amounts in excess of negotiated compensating balances (if applicable) are kept in interest bearing accounts or promptly swept into the investment portfolio.
- Cash may be withdrawn from investment pools under the discretion of the Chief Financial Officer to fund operations, and/or meet cash flow needs.
- The method of calculating banking fees and compensating balances (if applicable) shall be documented to the Governing Body at least annually.

# Resolution of the City of Jersey City, N.J.

City Clerk File No. Res. 17-003

Agenda No. 10.C

Approved: JAN 03 2017

TITLE: **RESOLUTION ESTABLISHING PETTY CASH FUNDS FOR  
VARIOUS DEPARTMENTS AND DIVISIONS FOR  
CALENDAR YEAR 2017**



**COUNCIL**  
adoption of the following resolution:

**offered and moved**

**WHEREAS**, pursuant to N.J.S.A. 40A:5-21, the following individuals are appointed as custodian and the respective Department/Division petty cash funds are established for Calendar 2017;

<u>DEPARTMENT/DIVISION</u>	<u>NAME</u>	<u>AMOUNT</u>
Accounts & Control	Theresa A. Viola	\$ 200.00
Business Administration	JoAnne Eichenbaum	\$ 200.00
City Clerk	Sean Gallagher	\$ 300.00
City Council	Margaret DeVico	\$ 200.00
City Planning	Jeannine Zampella	\$ 200.00
Community Development	Milagros Smith	\$ 200.00
Engineering	Sonia-Perez Arellano	\$ 200.00
Fire & Emergency Services	Janis Feuchack	\$ 200.00
Health & Human Services	LaVivanan Webb	\$ 200.00
H.E.D.C.	Liquan Narine	\$ 200.00
Law Department	Isabelle Procaccino	\$1000.00
Mayor's Office	Lenora Brown	\$1000.00
Municipal Court	Wendy Razzoli	\$ 200.00
Parking Enforcement	Candace Pitcher	\$ 200.00
Public Works Department	Silendra Bajinauth	\$ 200.00
Recreation	Joseph Iwuala	\$ 200.00
Tax Assessments	Michele Hennessey	\$ 200.00

**NOW, THEREFORE, BE IT RESOLVED** by the Municipal Council of the City of Jersey City that the above mentioned employees be and are hereby appointed custodians of petty cash funds for various Departments/Divisions of the City of Jersey City. These petty cash funds have been established in accordance with the Rules and Regulations of the Division of Local Government Services and shall not exceed the stated amounts.

APPROVED: [Signature]

APPROVED AS TO LEGAL FORM

APPROVED: [Signature]

Business Administrator

[Signature]

Corporation Counsel

Certification Required ☐

Not Required ☒

**APPROVED 7-0**

RECORD OF COUNCIL VOTE ON FINAL PASSAGE 1.3.2017											
COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.
GAJEWSKI	✓			YUN	✓			RIVERA	✓		
GADSDEN	ABSENT			OSBORNE	✓			WATTERMAN	✓		
BOGGIANO	✓							LAVARRO, PRES	✓		

✓ indicates Vote

N.V.-Not Voting (Abstain)

Adopted at a meeting of the Municipal Council of the City of Jersey City N.J.

[Signature]  
Rafaelo R. Lavarro, Jr., President of Council

[Signature]  
Robert Byrne, City Clerk



**RESOLUTION FACT SHEET – NON-CONTRACTUAL**

This summary sheet is to be attached to the front of any resolution that is submitted for Council consideration. Incomplete or vague fact sheets will be returned with the resolution.

**Full Title of Ordinance/Resolution****RESOLUTION ESTABLISHING PETTY CASH FUNDS FOR VARIOUS DEPARTMENTS AND DIVISIONS FOR CALENDAR YEAR 2017****Initiator**

Department/Division	Administration	Management & Budget
Name/Title	Donna Mauer	Chief Financial Officer
Phone/email	(201) 547-5042	DonnaM@jenj.org

Note: Initiator must be available by phone during agenda meeting (Wednesday prior to council meeting @ 4:00 p.m.)

**Resolution Purpose**

This Resolution establishes petty cash funds and designates custodians for each respective Department/Division in the Calendar Year 2017.

I certify that all the facts presented herein are accurate.

Donna Mauer, CFO

12/28/2016

# Resolution of the City of Jersey City, N.J.

City Clerk File No. Res. 17-004

Agenda No. 10.D

Approved: JAN 03 2017

TITLE:



RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF JERSEY CITY AND HORIZON DENTAL HEALTHCARE SERVICES OF NEW JERSEY, INC. FOR A PERIOD OF TWO (2) YEARS, JANUARY 1, 2017 THROUGH DECEMBER 31, 2018 TO PROVIDE AN OPEN DENTAL INSURANCE PLAN FOR ELIGIBLE CITY EMPLOYEES AS AN EXTRAORDINARY UNSPECIFIABLE SERVICE (EUS)

COUNCIL OFFERED AND MOVED ADOPTION OF THE FOLLOWING RESOLUTION:

WHEREAS, the City of Jersey City (City) must provide a dental insurance plan to all eligible employees pursuant to collective bargaining agreements with municipal labor unions and City Ordinance C-104; and

WHEREAS, Horizon Healthcare Dental Services, 3 Penn Plaza East, Newark, New Jersey 07105, is a dental insurance plan provider; and

WHEREAS, the contract between the City and Horizon Healthcare Dental Services expires December 31, 2016; and

WHEREAS, the City desires to enter into a new agreement with Horizon Dental Healthcare Services for a period of two (2) years, effective as of January 1, 2017 and expiring December 31, 2018; and

WHEREAS, Horizon Dental Healthcare Services guarantees a continuation of the current services provided; and

WHEREAS, the City may enter into an agreement for a dental insurance plan pursuant to N.J.S.A. 40A:11-5(1)(m) as an extraordinary unspecifiable service (EUS) agreement; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that the resolution authorizing the award of an EUS contract and the contract itself must be available for public inspection; and

WHEREAS, Robert Kakolesski, Business Administrator, has certified that these services qualify as extraordinary, unspecifiable services (EUS) under the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and

WHEREAS, the total amount of the two year contract is Two Million, Nine Hundred Ninety Six Thousand Dollars (\$2,996,000.00) based on the number of employees enrolled in the plan; and

TITLE:

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF JERSEY CITY AND HORIZON DENTAL HEALTHCARE SERVICES OF NEW JERSEY, INC. FOR A PERIOD OF TWO (2) YEARS, JANUARY 1, 2017 THROUGH DECEMBER 31, 2018 TO PROVIDE AN OPEN DENTAL INSURANCE PLAN FOR ELIGIBLE CITY EMPLOYEES AS AN EXTRAORDINARY UNSPECIFIABLE SERVICE (EUS)

WHEREAS, during the term of this contract the City Purchasing agent is authorized to issue change orders, if required, not to exceed twenty (20%) percent of the original contract amount; and

WHEREAS, Horizon Dental Healthcare Services has submitted its Certification of Compliance with the City's Contractor Pay-to-Play Reform Ordinance 08-128 adopted on September 3, 2008; and

WHEREAS, funds for this contract will be available in the 2017 fiscal year budget.

NOW, THEREFORE, BE IT RESOLVED, by the Municipal Council of the City of Jersey City that:

1. Subject to such modifications as may be deemed necessary or appropriate by Corporation Counsel, the Mayor or Business Administrator is authorized to execute a contract in the amount of \$2,996,000, in substantially the form of the attached, with Horizon Dental Healthcare Services Plan of New Jersey, Inc. for a dental insurance plan for all eligible City employees for a term of two (2) years effective January 1, 2017 and ending on December 31, 2018.
2. Pursuant to N.J.S.A. 40A:11-5(1)(m), this contract is awarded as an Extraordinary Unspecifiable Service (EUS) contract because of the reasons stated in the certification attached hereto.
3. Pursuant to N.J.A.C. 5:30:5.5(e), the award of this contract shall be subject to the availability and appropriation of sufficient funds in the 2017 fiscal year budget and in the subsequent fiscal year budget.
4. Upon certification by an official or an employee of the City authorized to attest that Horizon Dental Healthcare Services of New Jersey, Inc. has provided services in accordance with the contract, then; payment to Horizon Dental Healthcare Services of New Jersey, Inc. shall be made in accordance with the provisions of the Local Fiscal Affairs Law, N.J.S.A. 40a:5-1 et seq.
5. Notice of this action shall be published in a newspaper of general circulation within the municipality within ten (10) days of this award.

TITLE:

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF JERSEY CITY AND HORIZON DENTAL HEALTHCARE SERVICES OF NEW JERSEY, INC. FOR A PERIOD OF TWO (2) YEARS, JANUARY 1, 2017 THROUGH DECEMBER 31, 2018 TO PROVIDE AN OPEN DENTAL INSURANCE PLAN FOR ELIGIBLE CITY EMPLOYEES AS AN EXTRAORDINARY UNSPECIFIABLE SERVICE (EUS)

6. During the term of the contract the Purchasing Agent is authorized to issue change orders, if required, not to exceed twenty (20%) percent.
7. The award of this contract shall be subject to the condition that the contractor provides satisfactory evidence of compliance with the Affirmative Action Amendments to the Law Against Discrimination, N.J.S.A. 10:5-31 et seq.
8. The Certification of Compliance with the City's Contractor Pay-To-Play ordinance file shall be place on file with this resolution.

APPROVED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

Business Administrator

APPROVED AS TO LEGAL FORM

Corporation Counsel

Certification Required ☐Not Required ☐

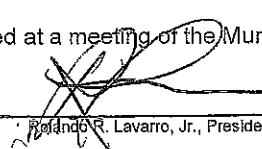
APPROVED 7-0

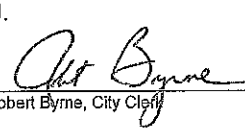
RECORD OF COUNCIL VOTE ON FINAL PASSAGE 1.3.2017											
COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.
GAJEWSKI	✓			YUN	✓			RIVERA	✓		
GADSDEN	ABSENT			OSBORNE	✓			WATTERMAN	✓		
BOGGIANO	✓							LAVARRO, PRES.	✓		

✓ Indicates Vote

N.V.-Not Voting (Abstain)

Adopted at a meeting of the Municipal Council of the City of Jersey City N.J.


  
 Rolando R. Lavarro, Jr., President of Council


  
 Robert Byrne, City Clerk

**CERTIFICATION OF ROBERT KAKOLESKI IN SUPPORT OF AWARDING A CONTRACT  
TO HORIZON HEALTHCARE DENTAL SERVICES AS AN EXTRAORDINARY  
UNSPECIFIABLE SERVICE (EUS)**

DATE: December 14, 2016

TO: Municipal Council

FROM: Robert Kakoleski, Business Administrator

RE: Contract to provide a dental insurance plan

This is to request your approval of a resolution authorizing a contract to be executed as follows:

Firm: Horizon Healthcare Dental Services

Cost: \$2,996,000.00

Period: January 1, 2017 to December 31, 2018

Purpose: To provide a dental insurance plan for all eligible City of Jersey City employees

This is requested to be awarded without competitive Bids as an Extraordinary Unspecifiable Service N.J.S.A. 40A:11-5(1)(a)(ii). I do hereby certify as follows:

- 1) Provide a clear description of the nature of the work to be done.

Horizon Healthcare Dental Services will provide a dental insurance plan for all eligible employees.

- 2) Describe in detail why the contract meets the provisions of the statute and rules:

These services are to provide a dental insurance plan to administer professional dental services for eligible employees as per collective bargaining agreements.

- 3) The service is of such a specialized and qualitative nature that the performance of the service cannot be reasonably described by written specifications because:

These are professional services which are specialize and qualitative in nature because it requires a licensed insurance plan provider with a proven reputation in the area of providing dental insurance to provide such services.

- 4) Describe the informal solicitation of quotations:

The Division of Health Benefits, through the City Broker, received proposals from two dental insurance plan providers listed below. The proposals were reviewed and evaluated on the following criteria: monthly premium, ability to provide required administrative service, number of participating dentists, avoidance of higher out of pocket costs for the employees, claims processing, level of customer service, and the overall ability to provide a dental insurance plan substantially similar to the current plan.

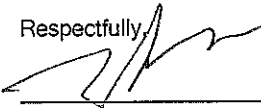
Based on the evaluation and recommendation of the City Broker of Record, the City has decided to award this contract to Horizon Healthcare Dental Services.

The rates submitted by Horizon and Delta dental are listed below.

<u>Name</u>	<u>Monthly Premium</u>
Horizon Healthcare Dental Services	\$81.89 2 year rate
(POBA/PSOA/1066/1064)	\$83.73 " " "
Delta Dental Plan of New Jersey	\$76.35 2 year rate
(POBA/PSOA/1066/1064)	\$78.06 " " "

- 5) I have reviewed the rules of the Division of Local government services as contained in N.J.A.C. 5:34-2.1 et seq. and certify that the proposed contract may be considered as extraordinary unspecifiable service in accordance with the requirements thereof.

Respectfully,

  
\_\_\_\_\_  
Name: Robert Kakoleski  
Business Administrator

**RESOLUTION FACT SHEET - CONTRACT AWARD**

This summary sheet is to be attached to the front of any resolution that is submitted for Council consideration. Incomplete or vague fact sheets will be returned with the resolution.

**Full Title of Ordinance/Resolution**

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF JERSEY CITY AND HORIZON DENTAL CHOICE TO PROVIDE AN OPEN DENTAL PLAN FOR ALL AND THEIR ELIGIBLE DEPENDENTS AS EXTRAORDINARY UNSPECIFIABLE SERVICES

**Project Manager**

Department/Division	HUMAN RESOURCES	HEALTH BENEFITS
Name/Title	MICHALINE YURCIK	SUPERVISING ADMINSTRATIVE ANALYST
Phone/email	547-5515	Myurcik@jcnj.org

Note: Project Manager must be available by phone during agenda meeting (Wednesday prior to council meeting @ 4:00 p.m.)

**Contract Purpose**

To provide an open dental plan for employees and their eligible dependents, as per contractual agreement with unions.

The City Broker of Record received quotes from two (2) Dental Insurance Companies as follows.

<u>COMPANY</u>	<u>RATE</u>
Horizon Dental Choice	\$81.89 2 year rate
POBA/PSOA/1066/1064	\$83.73 " " "
Delta	\$76.35 2 year rate
POBA/PSOA/1066/1064	\$78.06 " " "

**Cost (Identify all sources and amounts)**

Account: 01-201-23-220-803  
\$2,996,000.00 – two years

**Contract term (include all proposed renewals)**

Two year (January 1, 2017 – December 31, 2018)

Type of award

If "Other Exception", enter type

**Additional Information**

I certify that all the facts presented herein are accurate.

  
Signature of Department Director

12/6/16  
Date